

IMPORTANT NOTICE: The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

RECEIVED
AUG 01 2013
BY: 

CITY OF FLAGSTAFF
APPLICATION TO SERVE ON A BOARD/COMMISSION

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

PLEASE NOTE THAT THIS INFORMATION IS A PUBLIC RECORD.
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!

DATE: 07/26/13

BOARD/COMMISSION YOU WISH TO SERVE ON: Flagstaff Diversity Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: _____

YOUR NAME: Jennifer McAleer HOME PHONE: 207-318-9364

HOME ADDRESS: 1374 W. University Heights Dr. N. ZIP: 86005

MAILING ADDRESS (if Different from Above): Same

EMPLOYER: NARBHA JOB TITLE: Corporate Compliance Officer

BUS. PHONE: _____ CELL: _____ E-MAIL: _____

PLEASE INDICATE PREFERRED TELEPHONE: HOME WORK CELL 207-318-9364

BACKGROUND INFORMATION: Please explain how your community activities and other relevant experience/interests are applicable to this board or commission. See attached resume and additional sheet.

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)
See additional sheet.

I understand that any information provided above is a public record and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.


Applicant Signature

JENNIFER L. McALEER

1374 WEST UNIVERSITY HEIGHTS DRIVE NORTH, FLAGSTAFF AZ 86005

207-318-9364 ~ JENNMC@AOL.COM

WWW.LINKEDIN.COM/IN/JENNMCALEER

BACKGROUND INFORMATION

Relevant Experience

With over 15 years serving in the nonprofit sector, I have dedicated both my professional career and personal development to serving the community.

Spanning from the executive level leadership that I have provided for both local and out of state organizations, as well as the volunteer hours I have spent with organizations including those providing hospice services, foster care, animal rehabilitation, HIV prevention in Africa and advocating for LGBTQ issues.

I have served on several nonprofit boards and am very comfortable with and familiar with city and county commission processes, given the levels of interaction that I have had with similar committees. I currently serve on two boards, one for Northland Hospice & Palliative Care here in Flagstaff, where I have served for approximately 18 months, and the other for Point of Prevention, an California-based international nonprofit where I was a co-founder back in 2005.

In addition to my public service, I also hold a Master's in Public Policy and a Master's in Business Administration.

I am attaching to this application two letters of reference: one from former Flagstaff Mayor Joseph Donaldson, and the other from former Flagstaff Mayor Sara Presler.

Why I want to Serve

I have been a citizen of Flagstaff since December 2011, moving here from California. I moved here for a professional opportunity to serve as the Corporate Compliance Officer at NARBHA. Moving to a new town is always difficult in terms of making friends and connections, and finding the best ways of giving back to the community. I joined the Northland Hospice board to accomplish that goal, and I have greatly enjoyed the time that I've served there and I look forward to continued service to that organization.

I heard about this opportunity on NPR and got very excited to hear about this commission, and the potential opportunity to serve on it. Diversity is something that is important to me, and an area that I've dedicated my life advocating for. One of the reasons that I loved living in California was for the diversity that I was able to experience each day, in terms of the people who live and visit there, the cuisine and the social and cultural events that expose people to cultures they might not be that familiar with. I'm still learning about the diversity of Northern Arizona, but am very much enjoying learning about Native Americans, as this is a sub-culture that I have never known much about.

As a lesbian woman who is married to my partner, being in a diverse and open-minded community is important to us, and as we continue to realize the benefits of and the necessity for equality.

I think that I have a lot to offer the City of Flagstaff in this capacity and I would welcome the opportunity to discuss my background and excitement about this commission with you.

- Serve on the Pension Advisory Committee, focusing on asset allocation, hedge funds, investment policies and plan audits.
- Collaborate with the ADHS, AHCCCS and CMS Fraud and Abuse/Program Integrity functions. Participate in statewide Compliance Officer Network Group (CONG) meetings.
- Maintain an active social network with compliance professionals regarding compliance related topics, trainings and resources for providers and NARBHA employees. Contribute to HCCA, SCCE and LinkedIn compliance related discussions.

POINT OF PREVENTION, INC., San Jose, California

Nonprofit international organization providing HIV prevention training and resources to those impacted by HIV/AIDS in Sub-Saharan Africa.

Part-Time, Volunteer Executive Director, May 2005- Present

- Provide oversight to the organization and Board of Directors, guiding the organization and working towards the accomplishment of our strategic goals.
- Successfully write grants to sponsor trips to Tanzania and to date have trained over 2,200 people.
- Development and continued oversight of the scholarship program for children orphaned as a result of HIV/AIDS in Tanzania.
- Continued partnership and sponsorship of Tanzanian Non-Governmental Organizations.
- Continued partnership with Lossimngori Village (Massai), Church of God (works with orphans), and Africa Joy Tours (safari company).

UNITY CARE GROUP, INC., San Jose California

Nonprofit community-based youth organization providing behavioral health, residential and community support programs to at-risk youth and families in the Bay Area.

Compliance Officer, September 2006- December 2011

- Served as member of the executive management team providing support and oversight to staff across organization.
- Participated in decisions including opening and closing programs, personnel management, budgeting, insurance costs and issues, contracting issues, strategic planning, fundraising goals, productivity quotas, clinical models, and other issues related to running a mid-size social service and mental health agency.
- Developed and implemented a compliance program, including corporate, contract and regulatory compliance.
- Developed and/or updated all policies, procedures and forms for agency. Developed resource guides for clinical staff on documentation standards. Conducted all-staff training on compliance.
- Served as internal subject matter expert and served as liaison for all Community Care Licensing regulations, Medi-Cal (EPSDT) billing requirements, County Mental Health Department requirements, HIPAA requirements, and the California Alliance for Children and Family Services accreditation requirements.
- Managed the contract and grant process with multiple government agencies and private foundations. Negotiated the terms of new and renewal contracts and grants.
- Implemented the electronic recordkeeping software (Efforts to Outcomes- "ETO") throughout the agency.
- Served on the Board of Directors' Program Committee.
- Developed an organization-wide Balanced Scorecard/Dashboard (with 4 quadrants- financial, operations, customers & employees).
- Implemented an outcome measurement initiative throughout the organization.
- Developed and chaired the Safety Committee, overseeing all Workers' Compensation activities.
- Managed the Administrative Department.

Interim Mental Health Director, July 2008-March 2009; June 2009-December 2009; June 2010-November 2010

- Served as Interim Mental Health Director intermittently, overseeing the Mental Health Clinic, TBS, Wraparound, Day Treatment Intensive, Intensive Clinical Services programs and intensive Level 14 Residential Foster Care programs.
- Provided supervision and guidance to staff and management, on administrative and programmatic issues.
- Coordinated and assured clinical supervision of staff across all programs.
- Monitored clinical documentation, county authorizations and contract utilizations.
- Monitored productivity levels and contract outcomes and met with staff to creatively strategize on how to increase productivity.

MARTIN'S POINT HEALTH CARE, Portland, Maine

Nonprofit organization providing health care coverage and direct health care to retired military personnel and their dependents (US Family Health Plan), Medicare beneficiaries, and local Maine communities. Ambulatory care centers serving local communities throughout Maine.

Manager Health Plan Compliance, May 2004- August 2006

- Responsible for identifying and coordinating activities across the organization to ensure compliance with contracts as well as other regulatory requirements.
- Developed HIPAA program, including conducting a comprehensive gap analysis, developing and/or modifying policies, procedures and forms, and conducting HIPAA-related training for staff across the organization.
- Reviewed modifications to contracts and prepared impact analyses to support the organization in assigning resources and their prioritization to maintain high levels of compliance.
- Served as an integral contact between the organization and contract regulators to limit adverse impacts to the organization.
- Developed and maintained comprehensive resources that identified contractual and regulatory requirements available to staff for accurate and timely references, including a homegrown Benefits Repository software system, with detailed code specific benefit information utilized by staff across the organization.

Consultant, June 2007- March 2008 (Telecommuting)

- Provided consultative services in reviewing the Department of Defense RFP and contract renewal documents and provided support, as the organization negotiated their new contract.
- Conducted a gap analysis of current compliance with DOD contract and developed an action plan for closing gaps.
- Modified comprehensive online manual to reflect the changes in the new Contract.
- Trained staff to provide organization with internal capacity to take over these functions moving forward.

INGRAHAM (now The Opportunity Alliance), Portland, Maine

Nonprofit organization providing behavioral health, residential and community support services to youth, elderly and dually-diagnosed individuals.

Director, Continuous Quality Improvement, September 2001- April 2004

- Responsible for oversight of behavioral health, developmental disabled and residential programmatic oversight from a quality improvement and compliance standpoint.
- Responsible for expert understanding of all applicable contractual and regulatory requirements for crisis, residential and community support programs.
- Responsible for mitigating outcomes of Critical Incidents and Medication Errors, tracking trends and identifying opportunities for staff education.
- Assisted in development of Employee Assistance Program in ensuring all applicable regulations were complied with.
- Coordinated regular mock reviews of all state licensed programs. Coordinated successful licensing reviews with state regulatory agencies.

CONSULTING POSITIONS

Provided contract and compliance consultation to nonprofit health plans throughout the US who administer the US Family Health Plan.

Brighton Marine/Caritas Christi, Consultant, December 2008- March 2009 (Telecommuting)

- Developed a contract and manual requirement tracking tool, incorporating all of the requirements that the organization and its sub-contractors must comply with.

Pacific Medical Centers, Consultant, June 2009- April 2010 (Telecommuting)

- Developed a contract and manual requirement tracking tool, incorporating all of the requirements that the organization and its sub-contractors must comply with.

PREBLE STREET RESOURCE CENTER, Portland, Maine

Nonprofit community resource center providing shelter, nutrition, health and other supportive services to Portland's homeless community.

Breakfast Coordinator, 1998-2001

- Oversaw the weekend breakfast program, serving 350 individuals and managing 20-30 volunteers per day.
- Coordinated other smaller volunteer events, including food drives, painting parties and special holiday meals.

Conference Coordinator, 2001

- Coordinated the 25th Anniversary Conference which focused on poverty and community solutions.

MEMBERSHIPS AND CERTIFICATIONS

Health Care Compliance Association, 2004-2008, 2010- present

Certified in Health Care Compliance (CHC)- May 2012

National Health Care Anti-Fraud Association, 2012- present

Accredited Health Care Fraud Investigator (AHFI)- November 2012

Society of Corporate Compliance and Ethics, 2011- present

Pursuing ~ Certified Compliance and Ethics Professional (CCEP)- Expected Spring 2013

State of California, Notary Public- Commission expires 2016

VOLUNTEER WORK

- **Northland Hospice & Palliative Care, March 2012- present (Flagstaff, AZ)** – Serve on the Board of Directors of this 501c3 nonprofit organization that provides hospice and palliative services to individuals and their families. Serve as the founding Chair of the Quality Assurance Committee. Also chair the Nominating Committee, Policy Committee and Bylaws Committees, and serve as a member on the Strategic Planning Committee.
- **Court Appointed Special Advocate, 2009- 2011 (San Mateo, CA)** – Served as a CASA volunteer through Advocates for Children, an organization that works with youth in the foster care system to support, mentor and speak on behalf of abused and neglected children. Was assigned to one youth for the entire 2 year term.
- **Sunnyvale Zen Center, 2010- 2011 (Sunnyvale, CA)** - Volunteered in the Dharma Support Association in program development and cultural competence. Partnered with the Abbot to explore mental health related programs.
- **One Brick, 2006- 2011 (San Francisco, California)**- Multiple volunteer assignments (including SF Food Bank and Glide Church Soup Kitchen).
- **Safe and Sound Wildlife Rehabilitation, 2004- 2010 (Gray, ME)** – Served on the Board of Directors for this 501c3 nonprofit organization that rescues and rehabilitates injured, orphaned or distressed wild animals for the purposes of release back into their natural habitat. Coordinated the submission of the 501c3 application with the IRS, and assisted with setting up the business structure to operationalize the mission.
- **Presidential Campaign, June 2007- January 2008 (San Francisco, CA)** - Served as the Congressional District Campaign Manager for a national presidential campaign. Responsible for organizing all efforts related to the campaign in Congressional Districts 8, 9 and 12, in the San Francisco Bay Area. Served as a liaison between local, state and national offices. Oversaw large team of volunteers in the 3 districts. Coordinated and hosted major fundraising and political events with national and local presenters.

Joseph C. Donaldson

1325 East Linda Vista Drive
Flagstaff, Arizona 86004-1733
Home Phone (928) 779-0207
Cell Phone (928) 779-0207

Friday, July 19, 2013
City of Flagstaff
Attn: Stacy Saltzburg
Commission on Diversity Awareness
211 West Aspen Avenue
Flagstaff, Arizona 86001

Dear Ms. Stacy Saltzburg,

I write this letter on behalf of Jennifer McAleer in support of her application to join the Flagstaff Commission on Diversity Awareness. I have known Jennifer in my capacity as the President of the Board of Directors for Northland Hospice & Palliative Care, since March 2012, when she was elected to the Board.

During her tenure on the Board Jennifer has helped NHPC with chairing several key committees, revising the organization's Bylaws, and providing corporate compliance expertise to the Board.

She attends Board meetings regularly, always participates, often asking the hard questions that encourages the Board to move forward, and consistently goes above and beyond the requirements of Board service to assist the organization in running smoothly and accomplishing its goals.

Jennifer is an asset to our Board and will be an asset to the City's Commission on Diversity Awareness.

I recommend Jennifer for service on this Committee and believe the City would be better for having her service in this capacity.

Yours Sincerely,



Joseph C. Donaldson
President, Northland Hospice and Palliative Care
Vice Chair, Coconino Community College Foundation Board
Public Member, Arizona Board of Psychology Examiners

Sara Presler, JD
510 West Lewis
Phoenix, Arizona 85003
sara@sarapresler.com

Dear Flagstaff City Council:

I am writing this letter of support for Jenn McAleer. Ms. McAleer is applying for the Diversity Commission with the City of Flagstaff and I strongly support her application and encourage you to seriously consider her appointment to this important municipal function.

Ms. McAleer is a well-respected, intelligent, and balanced community member. She is employed at NARBHA and understands the important and diverse needs of our community. Diversity comes in many forms and Ms. McAleer is well positioned to both understand and communicate the changing nature of our community. She is an excellent representative in her professional and person life. I trust Ms. McAleer in every interaction. She is married to her partner, resides in a lovely home in Flagstaff, and cares for her rescue dogs and her community.

Ms. McAleer has thoughtfully engaged in our community and would be an excellent choice for the Diversity Commission. I hope you will reach out to me if you have any questions about her application. She is first-rate.

If I were able to come speak in support of Ms. McAleer's application, I would urge you to consider her for a prompt appointment to the Commission. The entire City would benefit from her service and intelligence. She is a fair, team-oriented person, and will do well representing the City of Flagstaff.

Warm regards,
Sara Presler, JD

▶ **NOTE: ALL APPLICANTS MUST LIVE WITHIN THE CITY LIMITS!** ◀

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DATE: 8/20/2013

BOARD/COMMISSION YOU WISH TO SERVE ON: Commission on Diversity Awareness

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: _____

YOUR NAME: Dorothy Rissel **HOME PHONE:** 928-225-1435

HOME ADDRESS: 150 E Camille Dr **ZIP:** 86005

MAILING ADDRESS (If Different from Above): _____

EMPLOYER: retired **JOB TITLE:** _____

BUS. PHONE: _____ **CELL:** 928-225-1435 **E-MAIL:** Dorothy.rissel@gmail.com

PLEASE INDICATE PREFERRED TELEPHONE: HOME WORK CELL

BACKGROUND INFORMATION: (Please attach a resumé or statement describing your experience, community activities, and other relevant information. Please explain how your background and interests are applicable to this Board or Commission.)

I have served 2 terms on this commission and would like to continue. Please see earlier application

Why do you want to serve on the Board or Commission you listed? (Attach additional page if needed.)

I enjoy working with people from different backgrounds & working toward creating an awareness of diversity

I certify that I meet the City Charter requirement of living within the Flagstaff City limits.
Dorothy Rissel
Applicant Signature

THE CITY COUNCIL MAY CONSIDER APPOINTMENTS TO BOARDS AND COMMISSIONS IN EXECUTIVE SESSIONS, WHICH ARE CLOSED TO THE PUBLIC, AND THEN MAKE THE APPOINTMENTS IN A PUBLIC MEETING. YOU HAVE THE RIGHT, HOWEVER, TO HAVE YOUR APPLICATION CONSIDERED IN AN OPEN MEETING. IF YOU DESIRE TO HAVE YOUR APPLICATION CONSIDERED OR DISCUSSED IN A PUBLIC MEETING, PLEASE ATTACH A LETTER MAKING SUCH A REQUEST.

The City of Flagstaff is an Equal Opportunity/Affirmative Action Employer